Enrolment

Student and teacher roles in a MyCourses workspace are Sisu-based, manually added or self-enrolled. Teachers can see the Participants list, with information about the participants’ roles, groups and last access time.

More info on roles

Sisu-based user roles

In general, user roles should be administered in Sisu.

After students have registered for the course in Sisu, they can access the course workspace in a Student role.

In addition, the member lists of all MyCourses workspaces are synchronised multiple times every hour. This means that if a user is added to a course in Sisu, they will be added to the MyCourses workspace in the following 15 minutes. Note that Sisu has two different methods to add registered students to a course: Standard enrolment and Enrolment with direct confirmation. When using Standard enrolment confirmed, no students are added to the MyCourses course space before the enrolment period has ended. Make sure in Sisu whether the Teacher needs to confirm enrolments.

Self enrolment

There is generally no need to use the self-enrolment feature because students and teachers get roles based on Sisu information. In some cases, the teacher may wish to manually add persons to the course site and assign them different user roles.

In the MyCourses self-enrolment method the teacher set up a key (password) for enrolment and the student can enrol in the course space with the student role if they have the enrolment key. See more at https://docs.moodle.org/310/en/Self_enrolment

Adding members manually

You can add members to your workspace manually as follows:

- Choose Participants on the left side of the workspace. Choose Enrol users. Choose the role (student/teacher), search for the person and select the right one. Click Enrol users again.
- You can also find the Participants list via Quick links when the editing mode is turned on.

Participant list on the course page (for teachers):

![Participant list](https://example.com)

Participant list:
Participant manual enrolment:

**Enrol users**

Users, including HAKA users, must log in to MyCourses at least once before they can be enrolled in a course workspace.

You may also change a participant's role in the Roles column by clicking on the 'plus' icon.

**Self-enrolment**

In self-assigned roles (called "self-enrolment" in MyCourses), students get access to a workspace by using an enrolment key (i.e., an enrolment code or password given by the teacher). The group enrolment key also gives students group membership in a workspace. Time-based limitations can also be set.

Self-enrolment can be used in workspaces with no Sisu integration. See the video or full instructions: [https://docs.moodle.org/38/en/Self_enrolment](https://docs.moodle.org/38/en/Self_enrolment)